



**AIR FORCE RECRUITING INFORMATION SUPPORT SYSTEM
(AFRISS) FUNCTIONALITY RELEASE NOTICE**

ENLISTED ACCESSIONS

CREATE LEADS

BY

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1.0 CREATE INDIVIDUAL LEAD

Purpose: Used to enter an applicant generated (e.g.; walk-in, advertisement, air show, etc) or a perpetuation (referred) lead into AFRISS.

NOTE: At a minimum, to create a lead you will need the lead's last name, first name and contact source; e.g., home address, telephone number. The steps below will address only the needed information to create the lead.

1.1 Create Individual Lead

1. From the *AFRISS Main Menu*, click <**Recruiting Processes**>.
2. Then click <**Create Individual Leads**> to display the *Create Lead Screen*.

Figure 1-1, Create Lead Screen-P1 Applicant Generated-Lead Source

Parts of the Screen and Steps to Follow:

Lead Source:

3. Lead Source: “P1-Applicant Generated” automatically generates and the “Lead Source Detail” field is activated. Other lead source fields are inactive. Click the LOV to display the Lead Source list. The list will contain Applicant Generated, Perpetuation, and a listing of all events conducted within the last 90 days. In order for an event to appear in the list, the achieved remarks must have been entered, and the event cannot be cancelled.

4. **Lead Source Detail:** For “P1- Applicant Generated” source, click the LOV to display the list of sources; e.g. “Call-In/Walk-In”, “Recruiter Generated Mail”, etc. Make the valid selection and click the OK button.

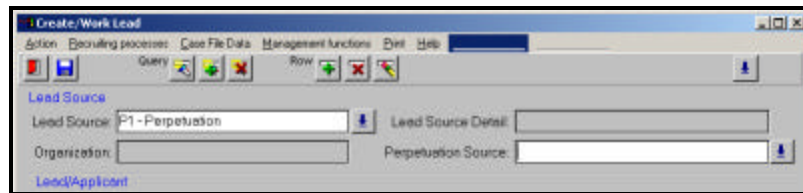


Figure 1- 2, Create Lead Screen - P1 Perpetuation - Lead Source

5. **Lead Source:** Click the LOV and select “P1-Perpetuation” as the source. The “Perpetuation Source” is activated and all other fields are inactive.

6. **Perpetuation Detail:** Active only for “P1-Perpetuation” source. Click the LOV to display the list of applicant/lead names. A perpetuated lead can only come from another lead, applicant or member of your Delayed Enlistment Program (DEP). There is also a choice for “–Person Not Listed–”, which will allow you to enter the name of a person not in AFRISS such as an influencer. Make the valid selection and click the OK button.

7. **Organization:** Displays the name of an organization (such as a school for a school visit) only when an event has been selected from the lead source field.

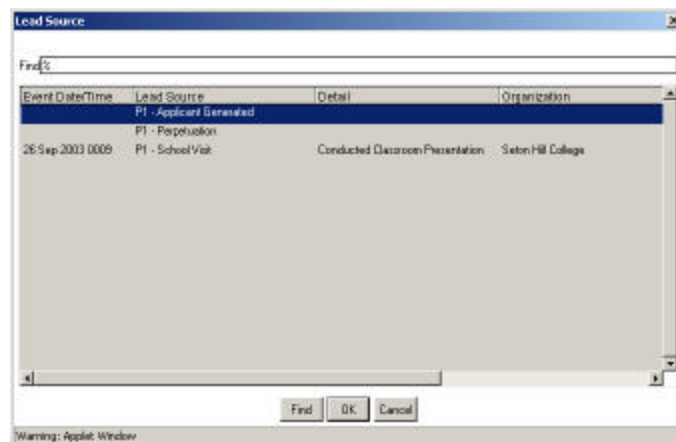


Figure 1- 3, Organization Lead Opened

Lead/Applicant Block

8. You must enter the applicant last name, first name. The applicant middle initial and suffix are optional.

Home Address Block: Optional; however, if left blank, a phone number or electronic mail (e-mail) address must be entered.

Telephone Block: Optional; however, if left blank, a home address or e-mail address must be entered.

E Mail Block: Optional; however, if left blank, a home address or a phone number must be entered.

9. Enter any of the above (home, telephone or email) to continue.

Program Block

10. The “Service Component” default value is “Air Force Active”.

11. The “Program” default value is “NPS”. This is a mandatory field.

12. The “Sub-Program” is an optional field. Click the LOV to select a sub-program; e.g., “ISR”, “PJ/CCT”.

CCMAPPEDDS Block

13. Information displays in the Height, Weight, Min, and Max fields after the CCMAPPEDDS Pre-Qualification Interview has been completed.

14. CCMAPPEDDS button: activates once the duplicate check has been completed and the applicant has been selected. Clicking this button takes the user to the NPS “Complete: Pre-Qualification Interview” Workflow and the CCMAPPEDDS interview.

15. Contact Info button: activates once the CCMAPPEDDS has been completed and data is saved. Click this button to display and complete the Applicant History Contact Information screen.

16. Record Actions button: activates once the CCMAPPEDDS has been completed and data is saved. Click this button to display and complete the Record Actions Screen.

17. Get AF PS Record: activates once the duplicate check has been completed and data is saved. Click this button to obtain the applicant’s prior service records if applicable.

18. Follow-up button: activates once the duplicate check has been completed. Click this button to display and complete the Follow-up Actions and History form.

19. Workflow button: activates once the CCMAPPEDDS has been completed. Click this button to display and complete the applicable Workflows.

20. Duplicate Check button: is active during the process. Once the duplicate check has been completed, this button is deactivated.